

#### **Planning Services**

Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895

Permit Center (253) 856-5302 FAX: (253) 856-6412

www.ci.kent.wa.us/permitcenter

## Temporary Sign Permit Application

Application Fee...See Fee Schedule

#### Please print in black ink only.

Job/Business Name:	KIVA #: OFFICE USE ONLY
Job/Business Phone:	
Job Address:	
• • •	k:
	7
	Zone:
Location of Temporary Sign: (if different th	an business address)
Sign Placement: Beginning Date:	Ending Date:
same. Applicant initials:	05 of Kent Zoning Code and I have read and understand the
Applicant: (mandatory)	
Name:	Daytime Phone:
Mailing Address:	Fax Number:
City/State/Zip:	Signature:
Professional License No:	Contact Person:
<b>Property Owner:</b> (mandatory if different from property owner)	applicant; attach additional info/signature sheets if more than one
Name:	Daytime Phone:
Mailing Address:	Fax Number:
City/State/Zip:	Signature:
	the above information is true and correct to the best of our knowledge are all of the legal owners of the property described above and it with respect to this application:
Contractor:	
Name:	Daytime Phone:
	City/State/Zip:
License No.:	Exp. Date:
OFFICE USE ONLY:	
Date Application Received:	Received by:
Date Application Complete:	Completeness Review by:

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### Temporary Sign Permit Submittal Requirements Checklist

## THE FOLLOWING INFORMATION MUST BE PROVIDED FOR SITE PLAN REVIEW:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Two (2) copies of detailed site plans, drawn to a decimal scale of not less than 1"=200'.

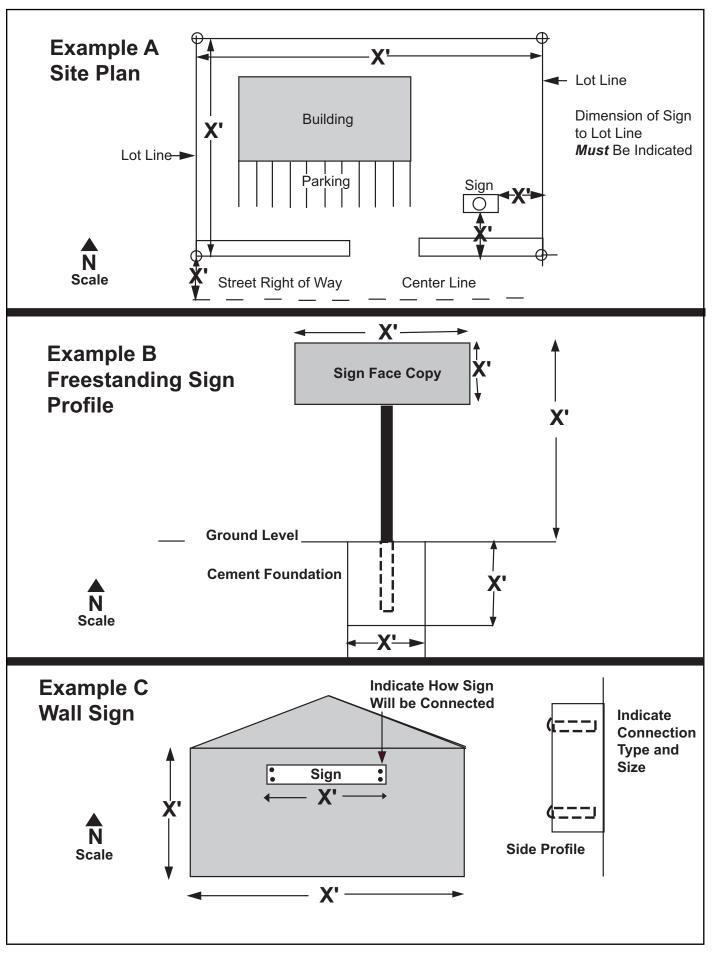
  See example on attached instruction page. Sites located in business/
  industrial parks or shopping centers may provide a site plan of only the specific building and/or area for which the permit is sought, provided that a separate plot plan of the entire development is also submitted. The site plans must include the following:
  - 1. Property lines
  - 2. North arrow and engineering scale (ie.1"=20'; **not** 1/8"=1' architectural scale)
  - 3. Lot dimensions (including the amount of street frontage)
  - All existing public and private roads, driveway accesses and road right-ofways and easements, listing road names and dimensions
  - 5. Location of all existing and proposed buildings and other structures
  - Location of all existing and proposed signs
  - If freestanding sign, location of landscape areas
  - If freestanding sign, setback dimensions of sign from property lines
  - If freestanding sign, sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions by signage. (See Development Assistance Brochure #6-7, Sight Distance Requirements, for additional information)

- If freestanding sign, location of vehicle loading and unloading areas, including truck loading and maneuvering area
- 11. If freestanding sign, location of existing and proposed fences
- C. Two (2) copies of detail scaled drawings of all existing and proposed signs including face copy of text and graphics, method of illumination (if any), dimensions (including height above ground) and square footage of each sign. All structural connections and footings for freestanding signs must be detailed. See example on attached instruction page.
- D. Two (2) copies of building profile drawings, at a scale of not less than 1"=20' or 1/16"=1'-0", showing all building elevations/profiles on which a sign is or will be located. The drawings must clearly show all dimensions of the building facade, the location and dimensions of all existing and proposed signs. All structural wall connections of signs must be detailed. See example on attached instruction page.

Photographs may be submitted in addition to the above requirements. Photographs will not be accepted as a substitute for scale drawings required by the sign code.

These instructions provide general information only and do not reflect the complete text of the permit process review. See the Kent City Code for complete text and requirements.

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### **Temporary Sign Application Instructions**

A temporary sign means a sign intended to advertise community or civil projects, construction projects, real estate for sale or lease, or other special events on a temporary basis.

To insure compliance with the sign regulations of the zoning code, a permit is required for all signs installed or altered within the city of Kent, except those signs specifically exempt in Kent City Code Subsection 15.06.080(A)(2). No sign shall be erected, installed, applied, affixed, altered or relocated without a permit from the Community Development Department.

Kent City Code Subsection 15.08.100(F)(2)(b) states that no sign permit shall be issued to allow legal signs on property having an illegal or nonconforming sign until such time as the nonconforming or illegal sign is modified to conform to this title. Therefore, a complete sign permit must address all existing and proposed signage on the site in order to demonstrate compliance with this requirement. The sign permit shall certify that the requested sign(s), as represented by plans, drawings and statements, is in conformance with the sign regulations of the zoning code. In addition, issuance of a permit for a new sign assures all associated signage on the site on the site is in compliance with the sign code requirements pursuant to KCC Section 15.08.100(F)(2)(b).

#### I. Permitted Temporary Signs

The following temporary signs may be authorized for the time period specified for each type of temporary sign:

#### A. Temporary subdivision or apartment signs

A temporary real estate sign declaring a group of lots, dwellings or occupancies within a subdivision or apartment complex for sale or rent shall be permitted subject to the following conditions:

- 1. One (1) such sign shall be permitted for each street frontage of the premises beings sold or leased. The sign shall be located on the premises being sold or leased.
- 2. The area of such signs shall not exceed and area of twenty-five (25) square feet each.
- 3. The signs shall not exceed a height of ten (10) feet above the level of the street.
- 4. The signs shall be unlighted.
- 5. The signs shall not interfere with the sight distance of pedestrians and motorists proceeding on or approaching adjacent streets.
- 6. The signs may remain as long as the project remains unsold or unleased, or for one (1) year, whichever period shall be lesser; provided, however, that the Planning Manager shall have the authority to extend the time period one (1) year.

#### B. Nonpolitical campaign signs

Temporary nonpolitical signs announcing a campaign, drive or event of a civic, philanthropic, educational or religious organization may be allowed upon any lot. Such signs may be posted thirty (30) days prior the event, drive, campaign, etc. Such signs shall be removed within seven (7) days after the event, drive, campaign, etc.

#### C. Construction signs

One (1) sign identifying a project under construction shall be permitted for each

YE1-2 psd4066 2/07/05 p. 4 of 5 street frontage of the building or structure under construction. The sign may contain the name of the building contractor and his subcontractors, the architect and the engineer. The sign shall be permitted during the period of construction, and shall not exceed a total of fifty (50) square feet for all faces.

#### D. Grand opening and special events signs

Special permits may be issued for a period not to exceed thirty (30) days per year for banners, streamers and temporary or portable signs for special events such as carnivals, outdoor affairs and sales, grand openings and events of a similar nature.

# E. Temporary signs relating directly to a permitted temporary use for a time period not to exceed the operation of the temporary use.

The signs may be portable in nature and must be placed on the premises. No off-premises signs are permitted. No more than two (2) signs per use shall be permitted and no sign shall exceed a thirty-two (32) square feet total of all faces. Maximum sign height shall be eight (8) feet. No sign permit shall be required.

#### **II. Temporary Sign Application Process**

#### A. Application Form

Provide all information requested on the application form and submittal requirements section of this handout. Submit the completed forms and supporting materials with the required number of copies and application fee to the Permit Center.

All items requested on the application and any other material that may be required by the City must be submitted at the time of application in order for the application to be accepted. A sign permit application is not considered to be complete unless all required drawings and plans are created at a verifiable standard scale. When the permit application is determined to be complete, the application shall be accepted for review and the date noted on the application.

## B. Submission of Additional Information for an Incomplete Application

If the applicant is notified by the City that an application is not complete, the applicant must submit the necessary information to the City in order to continue the application review process. If the applicant fails to submit the requested additional information within 90 days, the application shall lapse because of a lack of information necessary to complete the review.

Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.

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